



## **200.09 Agency Owned Property Management**

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### **POLICY**

The Hendry County Sheriff's Office is committed to effective management of all agency-owned property. This will be accomplished through a well-structured system coordinated by the Supply Section to control receipt, accountability, issuance, maintenance, storage and disposal of property.

### **PROCEDURE**

- A. Acquisition of property is the responsibility of the Supply Section.
  - 1. Forward all requisitions for agency-owned property to the Supply Section.
  - 2. Refer to Procedure 200.08: Purchasing; for the proper procedures and regulations to procure fixed asset and consumable material items.
- B. Fixed Assets
  - 1. Receipt, documentation, tagging, and establishment of initial property records for newly acquired fixed assets:
    - a. The Supply Section coordinates receipt of fixed assets intended for use by any member, unit, or activity of the Hendry County Sheriff's Office, then forwards documentation to the Finance Department.
    - b. The Supply Section inspects newly acquired items to ensure completeness, determine condition, appropriateness and accuracy of accompanying acquisition document.
      - 1. A properly executed and completed receiver copy of the agency's purchase order, and all other documents associated with the acquisition (i.e., bills of sale, invoices, or packing lists) accompanies purchased items of property.
      - 2. Donated, traded, or transferred property receives inspection for operational readiness and general condition by a division supervisor prior to acceptance. Fair market value is used to calculate the value of donated or traded items.
      - 3. A signed receipt accompanies items acquired by means of trade and indicates that items surrendered in exchange for the items received; include fixed asset number, description and serial number where applicable.
      - 4. Appropriate documentation accompanies items acquired by transfer from another government agency that indicates the transfer

of property was duly authorized by a person of authority within the agency granting the transfer of ownership.

- c. All fixed assets are tagged and assigned a Hendry County Asset number. The only exceptions to this are in instances where the intended use of the item dictates the need for anonymity of the owner, or the nature or design of the item does not lend itself to tagging. In those cases, property numbers are assigned and recorded. The items are visually inventoried by use of photos, the serial numbers or other means of identification.
- d. Regardless of their value, all firearms are assigned property numbers in the Property Management System, which is completed by Training Director.
- e. Regardless of their value, all laptops are assigned property numbers in the Property Management System, which is managed by IT.
- f. When the actual value of an item is unknown, Hendry County Supply Section will make written estimates of value using as a basis known values for like items. In certain instances, formal written estimates of value from outside experts are obtained.
- g. The computerized Hendry County Asset System is ADG which contains, at a minimum, the following information pertaining to the newly acquired asset: asset number, serial number, description, acquisition date, fund code, cost or value, photos, documentation, and current location.
- h. Sub-custodians are used to identify the specific division assignment.

#### C. Inventory of Fixed Assets

- 1. Supply section will schedule an annual inventory of all Sheriff's Office fixed asset property in accordance with Florida Statutes 274.02. Personnel from the Hendry County Sheriff Office will complete the 200.09-01 Inventory of Agency Property Form, and submit it via email to the Supply Section.
- 2. At the completion of the inventory, the Supply Section will note the inventory in ADG. Any items not located during the inventory are marked 'Missing' and disposed on the inventory. The documentation will be given to the Finance Department for the independent audit.
- 3. Division commanders are required to maintain agency fixed asset property in a state of operational readiness.
- 4. Supply Section:
  - a. Establish procedures for issuing/re-issuing agency-owned property to authorized users; and,
  - b. Keep records and inventory of fixed asset equipment that is individually assigned (e.g., radios, body armor, duty gear) Weapons are maintained by Training Unit and Laptops are maintained by IT.
- 5. A separate annual in-house inventory is conducted by Supply to determine the on-hand value of all tangible goods. This will be the "Items Assigned to" report in property management system, which will be pulled for all employees to inventory all agency issued tangible goods by signing off they have all items listed on the report. After completion of the report the employee will forward via email to supply section.

#### D. Consumable Property

1. Receipt, accountability, issuance, and replacement of consumable property is managed by designees who ensure custodians maintain the consumable property in a state of operational readiness.
  2. The Supply Section tracks and keeps records of all consumable property assigned to an employee (e.g., uniforms and other law enforcement outfitting gear).
- E. Return or Surrender of Agency Property
1. Extended Leave Period
    - a. If required by their supervisor, agency employees on an extended leave (paid or unpaid) or called to active military duty are to return all agency-owned equipment to the Supply Section. Equipment is stored for the employee unless needed for reassignment.
  2. Upon Separation
    - a. Return issued items to the division that issued the items such as:
      1. Uniforms, Badge, Duty Gear, Traffic Vest, and any other item listed on the uniform record to the Supply Section.
      2. Firearms and Ammunition to the issuing authority (i.e., Training Unit)
      3. Identification cards, keys, key fobs and credentials to the Human Resources Unit.
      4. Vehicle, Flashlights, First aid, Jumper Cables, and any other vehicle's equipment to Fleet Maintenance.
      5. Mobile data terminal, cell phone, printer, fingerprint reader, and any other technology to the Information Technology Section.
      6. Any specialized equipment to the issuing section (SWAT, DIVE, etc)
    - b. Supply Section notifies the Finance Unit of any items not returned by the departing employee. Finance Director addresses the issue of missing items with the departing employee to determine the need for replacement or payment.
    - c. An employee's final paycheck is not released until all issued items and equipment are surrendered or the replacement value remitted to the Finance Unit.
  3. Upon the Death of a Member
    - a. The immediate supervisor recovers the agency equipment issued to the member and reports all non-recovered items to the Supply Section.
- F. Maintenance, Repair, Storage, and Disposal of Hendry County Sheriff's Property
1. Maintenance of Agency Property
    - a. Routine day-to-day maintenance (e.g., cleaning weapons, checking oil in vehicle, care and cleaning of uniforms, sewing on buttons, etc.) is the responsibility of the individual user(s) and custodian(s).
    - b. All other maintenance and repairs are handled through the designated section of the agency after the approval of a supervisor:
      1. Vehicles – Fleet maintenance Section
      2. Communications equipment – Supply Section
      3. Weapons – Agency Armorers
      4. Computer equipment – Information Technology Section
      5. Copy Machines from Copy Concept – Supply Section
      6. Uniform Items – Supply Section

7. Furniture – Building Maintenance
  8. Other equipment – Building Maintenance
  - c. The respective section supervisor, upon receipt of a Purchase Order coordinated through the Finance Unit, approves all maintenance and repairs to agency property involving outside vendor sources and expenditure of agency funds.
- G. Property Disposal
1. Any disposed property will note the serial number or asset number and photos to the supply section by email for notification and removal from inventory systems. (e.g., ADG, Property Management)
  2. Remove identifying characteristics from cell phones, radios, or other sensitive equipment prior to disposal, to include deprogramming phone lists, profiles, or other information that could cause a breach of security or inflict harm upon the agency. If the identifying characteristics cannot be removed or deprogrammed, the Sheriff or Chief Deputy approves the item for destruction.
  3. To surplus property, submit an email to the supply section that includes any asset numbers, detailed description of the property, serial number, and reason for surplus; supervisor obtains sign-off by the Chief Deputy.
  4. Transfer to other county organizations and non-profit organizations or sell to the highest bidder at auction any property with commercial value. Revenues received from the sale of Sheriff's property are returned to the respective Sheriff's Office fund.
  5. With the Sheriff's approval, donate or destroy property with no commercial value.
- H. Procedures Concerning Lost, Stolen, or Damaged Agency Property
1. Report lost, stolen or damaged property as outlined in Procedure 200.15: Loss Control Review Board.
- I. Administer property acquired through seizures or forfeitures according to Procedure 500.50: Forfeiture.

## DEFINITIONS

**HENDRY COUNTY ASSET MANAGEMENT SYSTEM** – County entity that assigns property control numbers and maintains documentation of fixed assets for the Sheriff's Office and other county agencies.

**CONSUMABLE MATERIALS** – Items that are inventoried for agency purchases and require no formal accountability beyond signature upon receipts, (e.g., batteries, bulbs, forms, etc.).

**FIXED ASSETS** – Tangible property valued at \$5,000 or greater with a useful life of one year or more and certain other items which, because of their nature, or the fact that they may be subject to pilferage, are assigned a Hendry County Asset number and/or Hendry County Property Number or Fleet Management Number and listed on the master inventory listing maintained by the Hendry County Supply Section.

**OPERATIONAL READINESS** – Includes the care, cleaning, preventive maintenance, repair, workability and responsiveness of agency equipment rendering it available for immediate use.

**PURCHASE ORDER** – A unilateral instrument issued by and obligating the Sheriff's Office to procure goods, services or construction that becomes a contract by the other party through delivery, formal acceptance or by performance.

## REFERENCES

State/Federal Regulations:  
Florida Statute 274.02

CFA:  
CFA Standard 5.04

Forms:  
200.09-01 Inventory of Agency Property Form

Other Policy/ Procedure References:  
200.08 Purchasing  
200.15: Loss Control Review Board  
500.50 Forfeiture